

AI LAB SET UP GUIDE

Scaling with AI-Augmented Teams

During this masterclass you will build a **working AI agent** for one of your team members — a system that encodes your standards, remembers your context, produces real deliverables, and runs on a schedule. **In under 90 minutes.**

THREE THINGS TO DO BEFORE THE SESSION

1

Get Claude Pro

- Sign up or log in at claude.ai
- Upgrade to a Pro account for \$20/month
- The free tier won't work. You need Cowork, which is Pro-only.

2

Download the Claude Desktop App

- Go to claude.ai/download
- Install the Mac or Windows version
- This is different from the browser, you need the desktop app.

3

Download & Unzip the AI Lab Folder

- Download the zip:
drive.google.com/file/d/1R1qEXWQc_5R_gwM3HKYKBDJTchufcAY0
- Unzip it. you'll get a folder called "AI-Lab" with two files inside.
- Do not rename it or move the files. Use it as-is on event day.

ONE THING THAT WILL MAKE THIS DRAMATICALLY MORE POWERFUL

- Before the session, think about which team member's work you touch the most, **the person whose output you regularly review, rewrite, or redo.**
- Identify the **one recurring task** that burns the most of your time (a weekly report, a monthly summary, a client proposal).
- If you have **2–3 previous examples** of that deliverable, save them in the AI-Lab folder.

No use case yet? No problem. The lab has a built-in fallback example. You'll still learn every step.

When you're ready → Open START_HERE.pdf in your AI-Lab folder

Three steps, two minutes, then Claude takes over.